



September 2014
Minutes of Board of Directors Meeting
Taberna Master Homeowners Association, Inc.
September 23, 2014

Board Members Attending

| | |
|--------------|-----------------|
| Gene Sharer | President |
| Craig Baader | Treasurer |
| Billy Gent | Asst Treasurer |
| Jean Hanson | Secretary |
| Joe Kelly | Member at Large |

Committee Members Attending

Joe Kelly

CAS
Michelle Massarelli

Absent Board Members

Louise Vondran
Lora Starr

Guests

Pat Schaible
Brad Cummins

Before the meeting was called to order, Pat Schaible, our alderman, was asked to update the Board about what is happening in New Bern. She discussed Craven Terrace, the Days Inn, and the electric utility bills. Craven Terrace units will be updated. The Days Inn will soon belong to the city and will be taken down. She emphasized she would like people to contact her if they have questions rather than having half information. She plans to attend the Taberna HOA annual meeting.

Call to Order

The meeting was called to order at 3:45 pm by Gene Sharer, President.

Establish Quorum

Jean Hanson determined that a quorum was present.

Minutes Review/Approval

The July and August minutes were approved.

Vice President Report

Letter to Sgt Brown, New Bern Police, was signed and sent out.

Treasurer's Report

- Expenses remain within budget.
- We continue to work towards resolution of the two largest delinquent accounts and monitoring all accounts over \$1,000 along with attorney and credit manager at CAS.
- CD's will be cashed by CAS as required to replenish our checking accounts. Authorization has been given to Lou to ensure that we have adequate funding in the operating account to clear all checks.

- Emergency fund will be \$50,000 at the end of the year and \$8,000 will be budget in 2015.
- Legal fees will be down for the year and will forecast less for next year given the reduced costs with new firm.
- We are working with OTW to finalize the scope and cost of the requested enhancements. This will impact their 2015 dues.
- 2015 budget should be done within two weeks.
- Significant expenditures for the remainder of 2014 are:
 - Renovation of existing Naturpark walkway.
 - Extension of the existing Naturpark walkway.
 - Refurbishment of all community signs throughout the community. All signs may not be done at one time.
- Replacement of trees on Emmen Road.
- Write off of unrecoverable receivables. Based on discussions with Craige & Fox, the following motion was made, seconded and approved by the board:
 - "Motion to write off the \$1,335.99 receivable by the Master HOA and the \$1,185.00 receivable by the Abbington Woods sub-association in accordance with the recommendation of our attorney at Craige & Fox." This property has been sold and there is no opportunity to recover the funds due from the previous or new owners.

Architectural Control Committee Report

An ACC report was not submitted this month.

Building and Grounds Committee

- Two sprinkler water meters will be turned off; one in October, one in November.
- There are grass cutting, shrub trimming and improper signage issues on Ticino Court/Road.

Manager's Report

- Violation summary was distributed and discussed.
- Renter with satellite dish agreed to plant two bushes. It has not been done. Late fees will be reinstated if work is not done by Oct. 6.
- Morton sign at Taberna entrance still needs to be removed. CAS will ask contractor to take the sign down within one week.
- The lot near Dunkin Donuts still needs to be mowed. City will be contacted to get it mowed.
- A third letter will be sent to two homeowners on Neuchatel. If violation is not corrected, a hearing will be scheduled. If needed, Sharer and Baader will attend the hearing adjudication meetings.
- One violation on Neuchatel will be deferred because most of the work has been done.

President's Report

- TCC dumpster issue has not been resolved. Some of the grass has been trimmed; some still needs to be done. It was decided to give TCC more time before contacting them again.
- There are nine candidates for the positions on the 2015 board. The nominating committee is in the evaluation process.
- Taberna signs – One member feels we should use the contractor who did the existing signs. Others felt due to the amount of the estimate, we should ask for another bid. Baader agreed to send the list of signs to another firm for a bid.

New Business

Brad Cummins gave a presentation on what could be done to update our website. It was thought that the content on the website was adequate but not very marketable. It could be set up so that you could easily see it on your computer, tablet or phone. It could be password protected. It would cost about \$4,000 to update it. We would have to supply the images/photographs. A discussion on this was deferred to a later date.

Neighbors Helping Neighbors discussion will be deferred until next month. Due to a family emergency, Sandy Valentine could not attend this month's meeting.

CAS contract extension was discussed. The rate will remain the same. A motion was made and approved to extend the CAS contract for two years. (Three votes in favor; one abstention)

Action List

- Sharer
 - Attend scheduled hearing adjudication meetings.
- Baader
 - Provide number to Michelle so that she can call the city regarding the lot at Taberna entrance that needs to be mowed.
 - Contact other firms to bid on the Taberna sign refurbishment/replacement.
 - Attend scheduled hearing adjudication meetings.
 - Finalize and distribute draft 2015 budget.
- Kelly
 - Replacement of two dead trees on Emmen Rd - Delayed until fall.
 - Get bids for extending fence between Sellhorn and Emmen Rd.
 - Send Taberna sign information to Baader so he can send out to another firm.
 - Have landscaper check the rain sensor at Taberna entrance. It appears that it is not working.
 - Let Baader know when the sprinkler water meters are shut off.
- Hanson
 - Send letter to CAS extending their contract for two years.
 - Responsible for the 2015 Taberna Directory.
- Turner
 - Survey satellite dishes to see if location is acceptable.

- CAS

- Send a letter to the owner of the lot next to the halfway house informing him he will be charged for the cutting and trimming next year.
- Contact owner of commercial property at front of Taberna to complete mowing (contact information from Baader).
- Contact contractor to take down the unapproved sign at Taberna entrance within one week.
- Contact the property manager of the TBOA office regarding cleaning. Our contract does not include cleaning. Michelle will ask the cost of cleaning the office and bathroom.

Announcements

The next meeting will be Tuesday, October 28, 2014, 3:00 pm.

Adjournment

The meeting was adjourned at 6:00 pm.

Approved by the Board of Directors:

Submitted by: Jean Hanson
Jean Hanson, Secretary
Date: 10/28/14

Approved by: Gene Sharer
Gene Sharer, President
Date: _____

TREASURER'S REPORT
BOARD MEETING – September 23, 2014

OPERATING REPORTS: The 8/31/14 Operating reports were submitted by CAS on 9/10 & 9/15. All invoices submitted during that month have been processed and paid on a timely basis. One adjustment was required by accounts payable as a community related expense was incorrectly charged against the account at the Master HOA level. The accounting adjustment has already been made and will be reflected in the October statements.

| | <u>YTD</u> <u>Income/Loss</u> | <u>Variance</u> |
|--------------|----------------------------------|--------------------|
| Master | \$78,265.77 | \$18,051.95 |
| AW | \$9,871.04 | \$5,397.70 |
| BC | \$5,157.90 | \$3,455.88 |
| OTW | \$6,004.61 | \$3,379.27 |
| TL | \$953.04 | \$463.04 |
| Total | \$100,252.36 | \$30,747.84 |

Comments regarding Operating reports:

The variances during the month were minimal once again as the expenses are fairly well aligned with the budget spread. Any negative variances in the master and sub-associations are still more than offset by the positive variances in other accounts that resulted in a positive year to date variance of \$18,051.95 for the Master HOA and combined \$30,747.84 for the Master and all sub-associations.

Expenses: Taberna Master and Sub-Associations: Expenses remain within the overall budget for all communities although there continue to be the expected offsetting overruns/underruns for unanticipated expenses, the majority of which are being collected in the B&G Miscellaneous Maintenance account (06010). There are no known charging errors at this point as the item noted earlier has been corrected but not reflected in the Sept Statements. We continue to work towards the resolution of the two largest delinquent accounts within the coming months as the homeowner in OTW has put their house up for sale and has assured us that it would clear all amounts due when settled. Unfortunately, Mr. and Mrs. Anderson have been unresponsive and there is little legal recourse what we may exercise against them.

BANK ACCOUNTS/Reconciliation: Lou was authorized to cash in CD's as required to replenish our checking account. This will be done as required thru the end of the year with an adequate balance to carry us until the dues are received in January.

EMERGENCY FUND: The balance stands at \$42,363.68 but will increase when we close the books at year end and add the \$8,000 allocation within the 2014 operating budget to it. This will raise our fund beyond the established \$50,000 objective to \$50,262.68. Are per the earlier board discussions this year, we will include this contribution in the 2015 budget to ensure the adequacy of the account when we are impacted by severe weather.

HOA INVOICES: All invoices are reportedly being paid as planned with the majority of invoices paid more quickly than the schedule agreed upon earlier this year (just not always in the planned sequence).

Legal Fees: I have been unable to coordinate schedules with Katie to this point, although I have held telecons with Bonnie at Craig & Fox. Michelle is attempted to get the information requested prior to the board meeting.

One Taberna Way: I met with Bob Lande and five other members of the OTW sub-association back on Sept 5th. The meeting was very cordial and productive. Two of the OTW homeowners were scheduled to meet with Todd Holt to seek advice regarding their plans and to finalize the information required to prepare their total landscape budget for 2014. From all reports, their get together was productive and were working to finalize the scope and cost of the requested enhancements. This information along with other unbudgeted items will be priced in preparation for the budget draft (awaiting input as of this date).

2015 Budget Preparation: The initial budget estimate is being sent out in a separate email and prior to the meeting on Tuesday. The final budget will obviously be impacted by the OTW decision, but this will only impact the one sub-association budget and will be available in plenty of time for us to finalize the comprehensive budget. The replenishment reserve amounts and forecasts are also be reviewed and adjusted for the actions taken in 2014 (i.e. nature park, sign renovations, and Taberna Landing roadway expenses).

General Comments regarding the remainder of 2014: There have obviously been a number of fairly large ticket items discussed and approved at the board meetings over the past several months, including the Taberna Landing street paving, the Nature Park boardwalk renovation and extension, and the refurbishment of the signs throughout the community. I have confirmed the charging directions that I have provided regarding these items with the previous Treasurer to ensure that we were following the guidelines developed when the funds were created.

The significant expenditures for the remainder of 2014 that we have reviewed are:

- Renovation of existing boardwalk walkway – funded by Replacement Fund – not to exceed \$11,400
- Extension of existing boardwalk walkway – funded by B&G Misc. Maint. - not to exceed \$5,349.61
- Refurbish signs throughout community – funded by Replacement Fund – approx. \$5,700.00 (awaiting definition of scope and competitive bid results).

Based on the August 2014 statements, the uncommitted funding remaining in 06010 and 06083 accounts for 2014 is \$9,390, of which \$5,349.61 was allocated for the extensions of the NP walkway. If no additional spending is projected for the nature park or the other park for the remainder of the year, there is \$900 in uncommitted funding under that account (which could help fund the extension of the walkway). In any case, we obviously we need to closely monitor or curtail our spending for the remainder of the year. This leaves us with approximately \$4,941 of uncommitted funding for the remainder of the year in this area.

Taberna Violations Summary As of September 23, 2014

| <u>Violation</u> | <u>Number YTD</u> | <u>In Compliance</u> | <u>% Complied</u> |
|-------------------------|-------------------|----------------------|--------------------|
| Trash Recepticle 05 | 21 | 20 | 95% |
| Boats and Trailers 03 | 33 | 28 | 85% |
| Lot Maintenance 04 | 18 | 17 | 94% |
| Property Maintenance 01 | 103 | 79 | 77% |
| Yard Maintenance 02 | 40 | 34 | 85% |
| Home Business | 0 | 0 | 0% |
| Signage 06 | 18 | 17 | 94% |
| Noise Complaint | 0 | 0 | 0% |
| Basketball Goals | 0 | 0 | 0% |
| Satellite Dish 07 | 2 | 1 | 50% |
| ARC Default | 0 | 0 | 0% |
| Total | 235 | 196 | 0.834042553 |

Hearing Notification

| | | |
|---------------|----------------------|----------------|
| 405 Neuchatel | Property Maintenance | |
| 328 Neuchatel | Property Maintenance | |
| 417 Neuchatel | Property Maintenance | - <i>defer</i> |
| 318 Neuchatel | Property Maintenance | owner emailed |

Satellite Dishes:

| | | |
|--------------------|-----------------|----------|
| 104 Emmen 2nd dish | 103 Lugano | |
| 108 Emmen | 107 Appenzell | |
| 106 Lugano | 212 Neuchatel | |
| 106 Appenzell | 201 Baden Ct | |
| 202 Walden | 303 Taberna Cir | |
| 204 Walden | 108 Biel | 106 Biel |

Status of 113 Geneva. Letter sent 9/5. Must correct within 30 days of letter.



Taberna Homeowners Association, Inc.
Post Office Box 3308
New Bern, NC 28564-3308

September 22, 2014

P.D. Brown, Sergeant
P.O. Box 1129
New Bern, NC 28563

Dear Sgt. Brown:

Recently the Taberna Homeowners Association conducted a community survey. One of the questions on the survey dealt with the "least favorite" thing about living in Taberna. The number one response to this referred to the numerous traffic violations that occur on our roadways. These include not stopping at stop signs and speeding. Our hope is that by making you aware of this you will be able to assist in observing and citing those guilty of these offenses.

We can also report that high on the list of "favorite" things about living in Taberna is our quiet, peaceful and safe environment. We genuinely thank you and your colleagues for your efforts in helping keep this the case.

Sincerely,

Gene Sharer
President
Taberna Homeowners Association

cc: Nick D'Alessandro
Pat Schiable

ADDENDUM

This addendum is made to the Management Services Agreement dated December 11, 2012 by and between Community Association Services, Inc. and the Taberna Master Home Owners Association, Inc. It is the intent of the parties to extend the agreement for a period of two years through December 31, 2016.

Paragraph 2 of the agreement is amended to be effective for a two year period beginning January 1, 2015 and ending at twelve midnight on December 31, 2016.

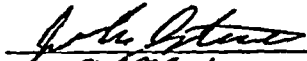
Paragraph 4 of the agreement is amended to extend the Compensation of Manager at three thousand three hundred twenty four dollars and eighty four cents (\$3,324.84) per month for the new term specified above.

All others terms of the agreement shall remain as in the original issue date.

Manager:
Community Association Services, Inc.
Owners Association, Inc.
PO Box 83
Pinehurst, NC 23870

Association:
Taberna Master Home
PO Box 3308
New Bern, NC 28564-3308

By: John Stone, President



9/7/14

By: Gene Sharer, President





Founded 1710
New Bern, North Carolina

NEW BERN

Police and Community come together here.

New Bern Police Department
PO Box 1129
New Bern, NC 28563
(252) 672-4100



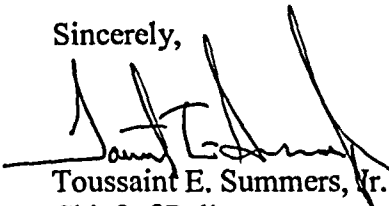
Toussaint E. Summers, Jr.
Chief of Police

August 25, 2014

Dear Taberna Community,

The New Bern Police Department would like to thank you for your participation in helping to make this year's National Night Out in the City of New Bern a successful and well attended event! The mission of New Bern Police Department is "upholding the traditions of a noble profession, the New Bern Police Department will positively IMPACT our community by partnering with citizens and businesses to create a safe place to live, work and visit." Your willingness to partner with the New Bern Police Department and get to know your neighbors has helped us to make a positive impact, enhancing mutual trust and forging an even stronger partnership. The men and women of the New Bern Police Department are proud to be at your service.

Sincerely,



Toussaint E. Summers, Jr.
Chief of Police

Proposal to Taberna Master HOA

Taberna has an aging population and an increasing number of widows and widowers. Some of them are unable to perform small tasks that were once routine for them, or for their spouses. Fortunately, many of our older citizens are still able to handle those things, and would volunteer to help others. There are younger residents who would also be happy to help the older folks. Right now there is no way for those who would help to know who needs help or when they need it.

Fairfield Harbour has an organization called Harbour Helpers. This organization of between 35 and 40 volunteers works through a coordinator with the blessings, but no financial support, from the Fairfield Harbour POA. Harbour Helpers is listed in the Fairfield Harbour Community Directory, and refrigerator magnets have been passed out to residents.

Harbour Helpers is set up to do things that require two hours or less. They are mainly the little tasks that the requester once did, or that her or his spouse once handled. Some examples: changing out light bulbs, hanging a picture, changing smoke alarm batteries, picking something up at the grocery, moving a piece of furniture, sewing on a button, sitting with a shut-in while the care giver shops for groceries, or driving someone to a doctor's appointment.

People who need help must call at least one day in advance to request the help required. The coordinator listens to the request, asks a few questions to be sure she understands the need, and the abilities required, then she calls volunteers until a match is made. The volunteer then calls the person requesting help to set a time to do the task.

Not every request is accepted. There are things the organization's volunteers are not set up to do. Examples are: lawn work, plumbing, starting electric generators, painting, building, or carpentry work. They do not do repetitive work or house cleaning.

We propose that the HOA approve an effort to start such an organization.

[drafted by Tom Watson for Sandy Valentine]



Date: Sunday, September 21, 2014 9:51 AM

From: Bob and Louise <rtglv2@embarqmail.com>

To: Billy Gent <bgent1@suddenlink.net>, Craig Baader <craigbaader@verizon.net>, Gene Sharer <gene@sharerassociates.com>, Jean Hanson <hansonje@suddenlink.net>, Joe Kelly <jvkelly@suddenlink.net>, Lora Starr <lo@montestarr.com>, Louise Vondran <rtglv2@embarqmail.com>, Michelle Massarelli <michelle@casnc.com>

Subject: Tuesday's Meeting

All,

I will not be at Tuesday's meeting. As such, I've attached a draft of the letter to Sgt. Brown regarding the traffic violations in Taberna. If you would like me to make additions or changes, let me know. Otherwise, it can be printed and Gene can sign it and send it on its way.

Also, as it relates to the "Harbour Helpers" issue I offer the following comments. I think it's a great idea notwithstanding any liability issues. Having said that I would like it not to be seen as being limited to the elderly and widows or widowers. We are fortunate to have a diverse community profile made up of service personnel who are deployed, several single person households, new mothers, etc. I believe all of these people would qualify for assistance in such a program. I think we would be doing a disservice to our community image by focusing only on one segment of our population. Should this idea be approved, care should be taken in the way that it is communicated so as to avoid making it seem as though we are a community made up of only the elderly. Please let Sandy Valentine know that I am grateful for her efforts in this regard.

~ ~ ~ Louise

 BrownLetter.docx

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Taberna Master Homeowners Association, Inc.

Monthly Board of Directors Meeting

Tuesday, September 23, 2014

Agenda

| | |
|--|--------------------------|
| Call to Order | Gene Sharer |
| Establish Quorum | Jean Hanson |
| Approval of July 22 & August 26, 2014 Minutes | Jean Hanson & Lora Starr |
| Alderman Pat Schaible Discussion/Q&A | Pat Schaible |
| Officer's Reports | |
| Vice President Report | Louise Vondran |
| Treasurer Report | Craig Baader |
| Committee Reports | |
| Architectural Control | Dick Turner |
| Building & Grounds | Joe Kelly |
| Finance | Billy Gent |
| Others | as needed |
| Manager's Report | Michelle Massarelli |
| Property Owner action status | |
| Lien Status | |
| Covenant Violations | |
| President's Comments | Gene Sharer |
| TCC GM Dave Unsicker Meeting Follow-up | |
| Website discussion (4:30 PM) & demonstration | Bradley Cummins |
| Old Business (not previously covered) | |
| Nominating Committee Status | Gene Sharer |
| Taberna Signs – Neighborhood & Entrance | Joe Kelly |
| Review of action items from prior meeting(s) | Jean Hanson |
| New Business | |
| Approval of CAS Contract Addendum | Gene Sharer |
| Neighbors helping Neighbors (attachment) | Sandy Valentine |
| Next Meeting | 3:00 PM October 28, 2014 |
| Adjourn | |